Make Words Stand Out In a Document

There are a number of methods you can use to make words stand out in a document, the easiest of which is highlighting. By using the Microsoft Office Word 2007 Highlight command, you can create many different types of exercises and games to help students understand concepts. Students can gain insight into how words function by working with them in the context of a sample document. For instance, students highlight words and phrases in a worksheet to identify grammatical structure or parts of speech, students can replace highlighted words or phrases in a document, or students can guess missing words from a story with key words hidden with black highlighting. There are lots of things you can do if you put your mind to it…in any subject area.

You can also make words, phrases, or paragraphs stand out in a document with the Quick Style command or the Format Painter. See how you can use all three of these tools to your advantage with these step-by-step instructions: <http://www.microsoft.com/education/HighlightTool.aspx>